

# GLOBAL EMPLOYMENT STANDARDS

## **GENERAL**

At ASM, we strive to set high standards for the way we conduct business in areas from corporate and social responsibility to sound business ethics, including compliance with all applicable laws and regulations.

Our goal is to ensure full compliance with these business conduct principles by ASM managers and employees. It is ASM's intention that suppliers to ASM are invited to adopt the principles as set out by the EICC.

These business conduct principles apply to all ASM employees, including temporary, migrant, student, contract, direct employees, and any other type of worker. However, they are not meant to describe the full scope of ASM human resource policies or practices. More detailed statements of policies, procedures and practices are contained in documents such as the ASM Code of Ethics. Employees are required to comply with all ASM policies, procedures and practices at all times and are responsible for consulting their management if they have any questions.

## **FORCED OR INVOLUNTARY LABOR**

ASM will not use forced or involuntary labor of any type; employment is voluntary. Prospective employees will not be required to pay any fees to secure employment with ASM. ASM is responsible for fees associated with labor agencies. In addition, at no time will ASM retain original government or personal documents of the employee.

## **CHILD LABOR**

ASM will not use child labor. The term "child" refers to any employed person under the age of -18, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. We support the use of legitimate workplace apprenticeship, internship and other similar programs that comply with all laws and regulations applicable to such programs. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers. If an employee is determined to be less than 18 years of age, Human Resources will investigate how that person was hired and rectify the issue immediately.

## **WAGES AND BENEFITS**

ASM will, at a minimum, comply with all applicable wage and hour laws, regulations and collective labor agreements, including those relating to minimum wages, overtime hours, piece rates, nonexempt or exemption classification and other elements of compensation, and provide legally mandated benefits. If no such laws or agreements apply, ASM will pay wages in line with market practices. At no time will ASM make any deductions from wages or bonuses for disciplinary reasons.

## **WORKING HOURS**

ASM will not exceed maximum hours of work prescribed by law and will appropriately compensate overtime. Overtime is on a voluntary basis. Employees will not be required to work more than 60 hours per week, including overtime, except in extraordinary business circumstances. In countries where the maximum work week is shorter, that standard shall apply. Employees should be allowed at least one day off per seven-day week.

**NONDISCRIMINATION AND HARASSMENT**

ASM will not discriminate in hiring, promotion, compensation of employees and employment practices on grounds of race, color, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability or veteran status. ASM will create a work environment free of discrimination or harassment based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

**RESPECT AND DIGNITY**

ASM will treat all employees with respect and dignity and will not use corporal punishment, threats of violence or other forms of physical or verbal coercion or harassment.

**FREEDOM OF ASSOCIATION**

ASM will respect the legal rights of its employees to join or to refrain from joining worker organizations including labor organizations or trade unions. ASM complies with legal requirements worldwide regarding employee and third-party involvement. ASM respects the rights of employees to organize, and makes managers at all levels aware of those rights. ASM believes that its employees are best served through a favorable, collaborative work environment with direct communication between employees and management. ASM endeavors to establish such favorable employment conditions, to promote positive relationships between employees and managers, to facilitate employee communications, and to support employee development.

**HEALTH AND SAFETY**

ASM will provide its employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, ASM will have and will implement effective programs that encompass things such as life safety, incident investigation, chemical safety, ergonomics, and will provide safe standards of health and safety in any housing and transportation provided for our employees by the company.

**LAWS, INCLUDING REGULATIONS AND OTHER LEGAL REQUIREMENTS**

ASM will comply with all applicable laws, regulations and other legal requirements in all locations where it conducts business.

**ETHICAL DEALINGS**

ASM expects its employees to conduct business in accordance with the highest ethical standards as formulated in our Code of Ethics that employees are required to follow. ASM strictly complies with all laws and regulations on bribery, corruption and prohibited business practices.

**COMMUNICATIONS**

ASM makes available to all employees open communications channels for suggestions and complaints to management. ASM maintains channels for direct contact with the corporate office and/or local Human Resource Department for employee complaints, including any form of harassment including sexual harassment.

**MONITORING/RECORD KEEPING**

ASM will perform business audits to ensure adherence to our policies, practices and procedures. We will keep records in accordance with local laws and regulations.